

EDITED KSA LISTING

CLASS: CORRECTIONAL SUPERVISING COOK (CORRECTIONAL FACILITY)

NOTE: Each position within this classification may be required to possess all or some of these knowledge, skills or abilities.

#	Knowledge, Skill, Ability
	Knowledge of:
K1	Advanced knowledge of the principles and procedures used in the storage, care, preparation, cooking (including baking), dispensing, and serving food in various quantities to ensure quality products are provided in the food service operation.
K2	Advanced knowledge of the equipment used in the storage, care, preparation, cooking (including baking), dispensing, and serving food in various quantities to ensure quality products are provided in the food service operation.
K3	Advanced knowledge of kitchen sanitation and safety measures used in the operation, cleaning, and care of utensils, equipment and work areas to ensure quality products are provided in the food service operation (i.e., HACCP).
K4	Expert knowledge of safe food handling procedures to ensure prevention of food-borne illnesses in the food service operation.
K5	Intermediate knowledge of nutritional food values as well as appropriate substitutions within food groups to ensure proper nutrition is provided to the inmates/wards.
K6	Advanced knowledge of the principles of supervision to effectively supervise employees, inmates/wards in the performance of duties.
K7	Intermediate knowledge of food accounting usage in order to comply with laws, rules, regulations, National School Breakfast and Lunch Program, ensure adequate supply, ensure the recommended daily allowance, etc.
K8	Intermediate knowledge of food and/or equipment purchasing/requisitioning to ensure the efficient operation of the food service program.
K9	Intermediate knowledge of training methods to provide direction to inmates/wards and employees to ensure the safe and efficient operation of the food service program.
K10	Basic knowledge of Equal Employment Opportunity regulations and objectives to promote the department's equal employment opportunity policies and goals in making hiring and employment decisions.
K11	Basic knowledge of computer usage (e.g. hardware, software programs, etc.) to maintain accurate records, communicate effectively and contribute to the department's needs.
K12	Advanced knowledge of weights and measures in order to provide the correct amount needed in a recipe, ensure quality control, and consistency of product.

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#	Knowledge, Skill, Ability
K13	Advanced knowledge of inventory control in order to know what supplies need to be ordered and what supplies are on hand.
K14	Intermediate knowledge of requisitioning various supplies in order to maintain a sufficient store of required items.
K15	General knowledge of safe food handling procedures (e.g., food temperature danger zones, proper hand washing techniques, proper food storage, etc.) in order to ensure the efficient operation of the food service program.
K16	General knowledge of basic safety practices (e.g., inmate/ward accountability, tool, key and lock control) to ensure safety and security of the institution.

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	Skill to:
S1	Judge food quality to ensure healthy food products for consumption.
S2	Prepare and cook all food groups to ensure quality products are provided.
S3	Plan, organize, and direct the work of others to ensure quality products are provided.
S4	Prepare reports and record keeping to provide information and documentation to ensure efficient operation of the food service program.
S5	Keep inventories and making requisitions to provide information and documentation to ensure efficient operation of the food service program.
S6	Use appropriate equipment to provide a safe and efficient operation of the food service program.
S7	Determine food quantities necessary for groups of varying sizes to ensure the efficient operation of the food service program.
S8	Direct the preparation of various diets to ensure proper delivery of designated food items to inmates/wards.
S9	Plan food production to ensure the safe and efficient handling of food service products.
S10	Plan and conduct training to provide direction to inmates/wards and employees to ensure the safe and efficient operation of the food service program.
S11	Analyze situations accurately and taking and/or recommending an effective course of action to ensure the safe and efficient operation of the food service program.
S12	Communicate effectively (e.g., written, verbal, etc.) in order to exchange information and/or provide direction to inmates/wards and staff.
S13	Effectively contribute to the department's Equal Employment Opportunity Program objectives in order to create and maintain a fair and equitable work environment.
S14	Use computers and/or software programs to maintain accurate records, communicate effectively and contribute to the department's needs.
S15	Follow recipes in order to create a safe and nutritious meal using proper ingredients.
S16	Use culinary equipment appropriately in order to maintain a safe work environment.

Bold text-indicates not on Classification Spec.

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#	Knowledge, Skill, Ability
S17	Supervise/direct inmates/wards in order to complete their day-to-day activities.
S18	Judge food quality in order to ensure quality of food items being prepared.

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	Ability to:
A1	Lift up to 30 pounds in order to accomplish day-to-day activities.

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	Special Personal Characteristics:
SPC1.	Sympathetic understanding of and willingness to work with inmates/wards in order to accomplish the day-to-day activities.
SPC2.	Personal hygiene/cleanliness in order to maintain safe and healthy work environment.
SPC3.	Supervisory abilities necessary to direct the work of others in the day-to-day activities.
SPC4.	Possess a good sense of smell and taste in order to provide a palatable meal.
SPC5.	Freedom from communicable diseases in order to maintain a safe and healthy work environment.

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	Special Physical Characteristics:
SPC1.	Persons appointed to positions in this class must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates/wards.
SPC2.	Assignments during tour of duty may include sole responsibility for the supervision of inmates/wards and/or the protection of personal and real property.
SPC3.	Possess balance/coordination/agility in order to accomplish the day-to-day activities.
SPC4.	Ability to maintain repetitive motion in order to accomplish the day-to-day activities.
SPC5.	Ability to push, pull, and bend in order to accomplish the day-to-day activities.
SPC6.	Ability to stand for long periods of time (6-8 hours) in order to accomplish the day-to-day activities.